

Filing Policy

Folder Designation: Folder Name

Contents / What should be located in that particular folder

Folder A: Project Overview / Background Information Folder -

All information stored in the Project Information Database (See Attached Sheet) Project Initiation / Authorization / Scope; Preliminary Design Criteria Report (memo) Any Project Background or Pre-Design information including:

Project History; Institutional Knowledge; Existing and Future Traffic Volumes; Accident records; Crash analysis; Safety reviews; Traffic studies; Planning documents; Future development requirements Zoning Requirements; Annexation agreements; Existing historical records; As-built plans; Origin/destination studies; Any Prior Study Recommendations; Other Previous reports; Functional Plans; Corridor Studies; Any Promises or Agreements; Maintenance issues; Sub-division plats and plans; Stakeholders; Comprehensive Plan Elements; Pedestrian, Bikeway, Trail Elements; Environmental Issues; Drainage Issues; Sub-Surface (Geology); Utility Issues; Traffic Control; Detours; Traffic Signals; Right-of-Way Issues; Other Projects in Area; Railroads; Other projects in the area of this project; Lighting; Pavement Marking; Funding Types and Requirements; State or Federal Process; Anticipated Design & Construction Schedule

Folder B: Project Issues Folder - Correspondence

Any and All Correspondence during life of the project (All phases from design through construction) – Public, Council, Consultant including letters, emails, telephone call reports, requests for information, meeting notes, transmittal letters, hard copies of web site, etc.); Public Involvement issues, comment forms, notices, Design Memos; Construction Memos; Newspaper clippings, letters to the editor; *AND For now all Public Involvement – Visual Aids, Handouts, Public Maps; Public Presentations; Images; Power Points; Copies of Ads and notices.*

Folder C: Schedule & Estimate Folder

Project Schedule and Project Cost Estimates; Design Progress Reports; Delay documentation (during preliminary engineering); project funding sources, budget items

Folder D: Meetings & Advisories

Meeting Minutes, Advisories, etc.

Folder E: Plans Folder

Plans; (milestone sets - 30%; 60%; 90%, final; as-built); checklists; review comments, how comments were addressed,

Folder F: ROW

Easements & Permits, Right of Way Issues; Legal Descriptions, Transmittal Documentation, Tract Map, Specific Right of Way Issues ; Call Reports, Invoices, Payments, Condemnation Materials, Permits, Agreements, Promises, Utility Issues

Folder G: Construction Contract Folder

Pre-Bidding documents (PS&E form, final construction estimate, specials); Copy of official Bid Document; contract, bonding,

Folder H: Construction Folder

Inspector's Daily Report (IDR); Material Testing Reports, Project Memos regarding construction issues), Construction Observation Documentation,

Folder I - Payments & CO's

Change orders, field modifications, contract modifications, invoices, payments;

Folder J: Miscellaneous Folder

Miscellaneous Invoices;

Folder K: Consultant Contract Folder

Request For Proposal Process (submissions, questions, interview notes, etc.); Scoping Meeting Notes; Consultant Contract & Contract Amendments; Invoices; Any correspondence between City and consultant regarding project scope; contract issues; or changes to either.

Folder J - Consultant Payments

As needed:

Consultant Folder for Const. Inspection & a Payment Folder for them
State Agreements